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The Student Agreement

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Version Control

Version	Author	Date	Changes
2	Team Leader, Student Experience	14/09/2023	Transferred to new template. Minor updates.

1. EQUALITY AND DIVERSITY

Edinburgh College welcomes all members of the community. Any form of discrimination or harassment, directly or indirectly, related to an individual's race, colour, nationality, ethnic or national origins, religion, gender, marital status, sexual orientation or disability will not be tolerated.

You are expected to treat all staff, students, visitors and contractors with courtesy and respect, avoiding behavior, actions, dress or language that may cause offence or harm to others.

The Student Agreement is a guide to student's rights and responsibilities whilst they are attending Edinburgh College. It applies to:

- All students on full-time, part-time, commercial, and outreach programmes, including Schools College Partnership (SCP) activities.
- Students representing the College at external events and extra-curricular activities.
- Students on work experience placements as part of a college course.
- Students on residential activities as part of a college course.
- In addition, this agreement applies to students who are undertaking a programme of study which involves registration with any regulating body or other associated organisations. In these instances, 'Fitness to Practice' rules will apply, in addition to this policy.

2. YOUR RIGHTS AS A STUDENT

Staff will adhere to the five Edinburgh College core values (see above) when working with you. These being:

1. **Student Centred and People-Focused** – we focus on the success of our people across all aspects of our much-loved college.
2. **Trustworthy and Giving** – we trust each other's abilities and

motives and give of ourselves generously to unlock the untapped potential in others.

3. **Responsible and Inclusive** – we accept responsibility to leave things better than we found them and we welcome people from all walks of life to benefit from Edinburgh College.
4. **Respectful and Fair** – we appreciate and value each other and facilitate fair opportunities through our collective interests.
5. **Responsive and Working Together** – we are all part of the same team and we respond positively to the challenges and opportunities we face each day.

3. YOUR RESPONSIBILITIES AS A STUDENT

BULLYING AND HARASSMENT

Any incidents of bullying, harassment, intimidation, threatening or violent behavior towards staff, students or visitors will be fully investigated and may result in disciplinary action. This includes incidents that take place via electronic communications, e.g. social media platforms, Teams, email, text.

HEALTH AND SAFETY

The Health and Safety at Work Act (1974) applies to anyone who enters and uses Edinburgh College facilities. This Act requires everyone to be responsible for their own safety and for the Health and Safety of others. You must not interfere with or damage any equipment provided for the Health and Safety of college users.

You must familiarise yourself with the emergency evacuation procedures; if you have any mobility problems speak to staff about an individual evacuation procedure.

SUBSTANCE ABUSE

The use or possession of illicit drugs and/or alcohol is not tolerated on College premises. Being in possession/under the influence of either (or suspicion of) could lead to immediate suspension followed by initiation of the disciplinary procedures, including the possibility of withdrawal. Students should not expose others to the negative effects of any substance misuse or second-hand smoke (e.g. clothes smelling strongly of cannabis)

SMOKING

Smoking/vaping is only permitted in designated smoking shelters.

USE OF IT RESOURCES/OWN DEVICES

You may use the College's computing resources provided that you conform to the College's acceptable use policy.

Expectations:

- Use any social media platforms responsibly and respectfully and not cause embarrassment/offence to the college or a College employee, other students or visitors.
- Do not violate any law/use inappropriate websites such as gambling websites. All forms of gambling are strictly forbidden.
- Do not use mobile devices to record images, videos or the voice of anyone without their knowledge and clear permission. There is no obligation to do so in any case other than as part of a learning support agreement, and can be stopped at the request of a lecturer if information or discussion is personal, sensitive or confidential. Failure to adhere may result in disciplinary action.
- Understand that to use all or any part of a recording for reasons other than for personal use may break legal requirements (such as copyright or GDPR Regulations) and will be treated as a disciplinary matter.
- All phones should be switched off or on silent/vibrate when in class, libraries or study areas so you are not disturbing the learning of others.

ATTENDANCE AND TIMEKEEPING

Students are expected to attend all timetabled classes and let the appropriate staff know if you cannot attend.

To come to classes on time so you are not disturbing the learning of others. Regular and punctual attendance is importance for everyone's learning and course functionality (such as group work and group projects)

Complete SAM (Student Attendance Monitoring) forms for any absences. Information about SAM forms can be found [here](#).

CAR PARKING

Car parking is limited, and students need to conform to campus regulations. Please do not park in non-designated areas e.g., painted off areas and electric charging bays, and disabled spaces unless you are in possession of an electric car or blue badge. Cars should be parked within the marked-out bay and not encroaching on another space. Parking permits must be displayed clearly. The speed limit in car parks is 10mph and you are expected to follow road markings.

LITTER

It is everyone's responsibility to keep the College environment tidy. Please ensure the appropriate recycling and rubbish bins are used. The consumption of food and drink is only permitted in designated social areas, not classrooms or study spaces.

ACADEMIC MALPRACTICE

Academic malpractice can take many forms and some examples are provided below, this is not an exhaustive list:

- Cheating in an examination (including copying the work of others or obtaining assistance from others in a way that contravenes examination regulations)
- Plagiarism (taking someone else work as passing it off as yours or failing to acknowledge sources properly)
- Misconduct (behavior that causes disruption to others during exams/assessments)

REMEMBER...

To familiarise yourself with this agreement and the core policies and procedures of the college, including the attendance and disciplinary policies and procedures.

To refrain from any behaviors that contravene the student code of conduct. Link [here](#).

This information can be requested in a more accessible format if needed. Please ask staff if this is a requirement, or if you need help reading or understanding this agreement.

Any conduct that contravenes the above may lead to disciplinary action.

I HAVE READ AND UNDERSTOOD THIS AGREEMENT

Student signature

.....Date.....